

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

October 4, 1999

Mr. Ledford Austin, Director
Office of Public Housing
2306 West Meadowview Road
Greensboro, NC 27407

Dear Mr. Austin:

The Pembroke Housing Authority is pleased to submit a comprehensive drug elimination proposal for the FY 2000 Public Housing Drug Elimination Program (PHDEP) in combination with the required Agency Plan.

The Pembroke Housing Authority is a small agency located in the southeastern most part of North Carolina. The Town of Pembroke's current population is approximately 2,500, and our public housing community consists of approximately 600 residents. The Authority's five developments are located in highly accessible areas of the city. Drug dealers and other criminals have easy access in and out of our developments. The local law enforcement officials indicate that drug-related activity and "calls for service" on the Authority's property account for a disproportionate share of the current workload. Despite earlier PHDEP grants whereby funds were used to contract for additional foot patrols and community resource officers, the amount of crime committed within the Authority's developments has decreased, with the exception of our Strickland Heights development. This year we propose to concentrate heavily on that development with additional supplemental policing and security personnel.

The goals of our drug elimination strategy are to reduce/eliminate drug-related crime and other Part I and Part II crimes; continue ongoing working relationships with Federal, State, and local law enforcement agencies; involve residents in our drug prevention programs; and increase the livability and marketability of our developments by ridding them of drugs and crime. As you will note from our proposal, we are requesting to continue certain programs from our 1999 PHDEP program. The 2000 grant fund will be used to contract for additional security at our Strickland Heights development and to continue providing drug prevention programs for all of our developments. Staff, residents, community partners, and the local law enforcement agency planned these activities.

Mr. Austin
November 18, 1999
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Our drug and crime prevention strategies involve a comprehensive approach that brings together a culmination of several different partnerships with local agencies throughout the Pembroke area. In addition, we are planning to offer services to both our youth and families in an expanded capacity; more comprehensively, on a preventative level substance abuse risk factors and domestic violence issues.

It is with great pride and enthusiasm that we present our 2000 application for consideration.

Sincerely,

PEMBROKE HOUSING AUTHORITY

Lemark Harris
Executive Director

I. Plan to Address the Problem

After a careful review of the data and events of the past twelve months, the Authority has targeted the Strickland Heights development to receive additional security in the form of supplemental police services. Due to the high percentage of drugs and drug-related crime problems of the Authority occurring within this development, we will concentrate all of our security resources on this development only. However, the Authority has targeted all of its residents in all of the developments for the purpose of providing drug prevention education and other activities designed to decrease the drugs and drug-related crime.

1. Quality of Plan to Address the Drug-related Crime From resident contacts and surveys, police reports, and staff interviews the majority of the crime occurring in our developments is initiated by non-residents. Earlier reports from residents include cars parking on the curbside in Strickland Heights to setup shop for the night for the purpose of selling crack-cocaine and other drugs. On occasion, residents have also reported persons standing on the curbside stopping cars as they drive by in an effort to solicit their drugs. To eliminate this open-air market, the Authority proposes to establish additional security at the Strickland Heights development. The security personnel will consist of a police officer on foot and bike patrol.

We originally planned this activity under our 1997 Public Housing Drug Elimination Program. Although we have experienced a reduction in drug-related crime in that development, we cannot discontinue this activity due to the high possibility of the drug-related problems re-occurring.

Our data illustrated how extensive the drug problem is in our developments with the majority of that occurring in Strickland Heights. We plan to implement activities that will reduce or eliminate trespassers/live-ins and gang-related crime. We have targeted these two groups as major factions that seem to be always directly involved with crime in our developments. To address the problem with trespassers/live-ins in Strickland Heights, we plan to contract with the Town of Pembroke for additional security personnel to enforce our "No Trespassing" policy. These personnel will be posted in a guard shack at Strickland Heights. His or her major responsibility will be enforcement of the Authority's "No Trespassing" policies. Identification will be required of our residents and their guests to make sure that non-residents don't enter the development without proper identification. This procedure will also serve as a deterrent to those individuals dubious of showing identification to enter our development. Resident automobiles will be identified with parking permits already being issued as a result of an activity funded from our 1996 PHDEP grant. We will continue to do this. To ensure proper establishment of this activity in regards to compliance, the Authority is reviewing all state, Tribal and local government regulations pertaining to security personnel. Current insurance policies already contain a professional liability clause that will provide adequate insurance coverage for this proposed activity. An agreement will be executed with the Town of Pembroke. This agreement will define the activities and

responsibilities of the security personnel, their scope of authority, written policies, and procedures and practices governing security personnel performance.

Once the security personnel have been properly instructed and trained, data will be gathered through the use of a daily activity form provided by the Authority. This data will be analyzed and prepared for evaluation. During the evaluation and assessment phase of this activity, recommendations will be made to the Executive Director from the PHDEP Coordinator and police department. When necessary, prior HUD approval will be requested. During the collecting of data, security personnel and management staff will only have access to the personal information received. This is necessary to ensure confidentiality of personal criminal information. This activity will serve as a complement to the existing eviction and screening policies of the Authority. As a result of the "One Strike and You're Out" policy, the Authority has increased its scope of screening applicants prior to admission to public housing. The Authority has also changed the wording in its lease to include all drug related activity "on or off" the Authority's developments as breach of the resident's lease. With the signing of Public Law 104-120, we are able to access the National Crime Information Center (NCIC). The Authority has signed a Memorandum of Understanding with the Federal Bureau of Investigation (FBI) allowing access to criminal background checks through finger printing. This is especially useful for those applicants who have lived outside of the parameters of our prior criminal background check. Unfortunately, with "Welfare Reform", most families will now become transitional as they move about once their lifetime maximums have been exhausted in a particular State or County. Before, we were only able to get background information of crimes that occurred in Robeson County from the Clerk of Court or crimes that occurred in the Town of Pembroke from the local police department. Thus, if someone had lived outside of the County for most of his or her life, we had to go to extreme measures to get access to a background check. Now, we have established a policy whereby all applicants that at one point resided outside of Robeson County during the last five years submit to a check with the NCIC network. This is an additional check along with the local and Clerk of Court checks. This policy has worked very well thus far.

Program Type: **Security Personnel Services**

Program Activities: Security Checkpoint for Entrance
 Enforce Vehicle Registration
 Bike and Foot Patrols

Program Purpose: Reduce Accessibility and Supply

Anticipated Cost: \$ 29,500

The Authority contracted with the Town of Pembroke for the provision of supplemental security services at the checkpoint in the Strickland Heights development. We plan to continue operations as originally planned in previous PHDEP grants.

This program involves a stationary checkpoint at the entrance of our largest development. We chose this development due to the fact that most of our drug-related activities occur within this development. As automobiles drive into the only entrance/exit of the development, a security officer will check for the necessary parking permit issued to the residents of Strickland Heights. If a sticker is present, the officer will allow the automobile to pass through without delay. However, if the officer cannot identify the automobile as resident owned, the automobile must stop at the checkpoint prior to passing through. The officer will ask for a picture identification of the driver. The name of the driver is logged and the resident visited is logged along with pertinent information regarding the automobile and the identifying number on the ID. This checkpoint will operate five days a week, including holidays, eight hours a day from 3:00 p.m. till 12:00 a.m. During our analyses many of the problems originated during this time frame. Also, we can monitor traffic created by illegal live-ins – something that has been at the root of our problems since the beginning.

This activity will enable the Authority to put in place a deterrent that will eliminate the drive-in traffic at our largest development solely for the purpose of buying or selling illegal drugs on the street. We believe that if the supply and demand for illegal drugs is interrupted, the level of drugs and drug related crime occurring within this development would decrease considerably.

Our data indicated that more than two-thirds of the residents evicted during 1996 and 1997 were evicted because there was live-in boyfriend actively selling drugs while the mother was on welfare. We plan to make it much more difficult for this type of activity to go unnoticed. Police officers will patrol the parking lots and common areas on foot and by bicycle with random shifts each week.

Program Type: **Drug Prevention**

Program Activities: Drug Prevention Education
 Drug Awareness Week
 Adult Basic Education/GED
 Computer Lab
 Health Screenings
 Youth Center
 Family Nights
 Economic Opportunities with Employment Training

Program Purpose: Prevention and Education

Anticipated Cost: \$ 23,685

The Authority proposes to employ one full-time PHDEP Coordinator to assist the Executive Director with the coordination of the grant activities and reporting requirements. This position will be continued from the 1999 and 1998 programs.

The Authority proposes to offer weekly sessions designed to our residents that re-enforce the Authority's anti-drug strategy as well as provide drug prevention messages. These sessions will be held at our Maynor Manor community building. The Robeson Healthcare Corporation, North Carolina Indian Cultural Center, Palmers Drug Abuse Counselor, Robeson County Mental Health, and staff will conduct the sessions.

The economic and social problems of Robeson County have contributed to the rapid rise in drugs and drug-related crime within our developments. A strong drug prevention program of educational and employment opportunities is necessary to equip the residents with skills and training so that the economic benefit of drugs will not be an attractive alternative to financial assistance. A number of local agencies have come together with the Authority and residents to coordinate available resources within the community.

The Robeson Community College has established an extension center on site within the Strickland Heights development community building. This Center is the only means of a high school education for some of our residents who have small children and no transportation. This Center also provides continuing education classes for our residents and special job training programs (such as EMT training) that prepare our residents for employment. Our program encourages residents to participate.

Robeson Community College will offer certificate program in home healthcare and computer training for interested residents on-site. We believe that the residents of public housing desire an opportunity to learn basic computing skills and practice those skills. Obviously, today's children are born in the computer age and must be eager to use computers. We plan to utilize two (2) computers with software that will provide interactive learning activities for the youth as well as adults in our Youth Center. Students from the local University will assist our residents in this computer lab. The computer training will maximize the job training skills of our youth and residents.

The Robeson County Department of Public Health and St. Joseph of the Pines will provide general health screening tests, etc. for our residents on site. We believe that good health is a must for learning and directly related to work attendance. The Lumbee Regional Development Association (LRDA) has formed an alliance with community service organizations whereby different communities have the opportunity to participate in a health day. In past years, we had approximately one hundred persons participate in our health screenings held at Maynor Manor. We look forward to participating again next year.

With prior year's PHDEP grants, we expanded our Youth Center. Through hiring a Coordinator to coordinate activities and maintain effective records, we were able to provide a much-needed service to the youth of our developments. We plan to continue this same level of operations under our proposed application. A van and activity bus purchased by the Authority will provide transportation. We will use the bus during field trips, etc. to save the cost of leasing or purchasing a vehicle.

Our aim is to make the severity of the drug problem real to our residents by beginning a process of education and prevention. By building leaders of our young people dedicated to a drug-free community, peer pressure will not play as significant a role as the status quo. Various leadership camps sponsored through UNCP and the 4-H club will be utilized to develop leadership skills, teach responsibility, and help build a well-rounded person.

Our annual Drug Awareness Week will be held to highlight our program and assist residents with drug awareness and an understanding of the problem. We will have police and local agencies provide displays and informational flyers denouncing drugs and drug-related crime by exploiting drugs and drug paraphernalia, drug addictions, how drugs effect the body, treatment and counseling for substance abuse, the law and penalties for drug crimes, and how families of addicts can help or cope with the problem. We will include other information available through other participating agencies.

We have included a family night for the residents. This will provide an opportunity for our residents to socialize - just as they wish - in a constructive setting. This activity was a direct suggestion of the residents.

Program Type: **Administration**

Program Activities: Implementation
 Coordination
 Data Collection
 Report Preparation
 Regulation Compliance

Program Mission: Program Operation

Anticipated Cost: \$ 275

An effective program requires good administration. We propose to continue the employment of a full-time coordinator to implement, coordinate, and supervise the activities of the 1999 application program. This position will report directly to the Executive Director and will be responsible for directing, planning, and implementing of the Authority's PHDEP activities. The Director is responsible for compliance with all federal and state regulations, supervision of staff and budgeting of resources. The Director will collect and analyze data used to support future PHDEP and other grant applications. Administration of the wide range of programs and extensive network of resources used to deliver these programs takes a considerable amount of time. This demand cannot be handled with the current administration staff of the Authority. The Finance Officer, Housing Specialist, and Receptionist are responsible for the entire management operations of the Authority's public housing program. It is difficult to successfully implement the proposed grant application without the proper level of staff. It is our intent to continue including this position within our operating budget indefinitely. We propose to continue the full-time position that performs support duties for the Director. This will provide much needed support services for the Director as well as a continued opportunity for a former resident to continue her employment with the Authority.

An advisory board consisting of the Authority's residents, community agencies, and staff will provide valuable feedback and program evaluation. This group will meet monthly and analyze and look at how well the activities are achieving their objectives. Ideas will be discussed as well as developed from within this group. The Director of Resident Services will coordinate this monthly meeting.

II. Anticipated Effectiveness of the Plan

The Authority plans to implement the proposed programs as efficiently and effectively as possible. Our goals are to use the requested funds to reduce/eliminate drugs and drug-related activity within our developments. The proposed activities will be carried out in conjunction with other established programs in the county with the similar goal. Fortunately, our local police department and county law enforcement agency's support our endeavors fully and cooperate with our programs whenever and wherever possible. In the past, we have been able to coordinate drug raids with the county sheriffs and his deputies. We remember one instance where the Robeson County Drug Enforcement Department came over and conducted random stop-and checks of automobiles entering and leaving the Strickland Heights development. With the trained drug dog present, many of our residents were really impressed with the display of authority. We feel that this type of prevention and crime fighting is a valuable asset to our programs.

Rationale for the Proposed Activities

When one considers the profile of those committing and being involved with the drug-related crimes occurring within our developments, our strategy is derived around preventing persons from driving into the development and selling or buying drugs, preventing boyfriends from living illegally within our public housing units, and provide alternative drug prevention programs for the youth as well as educational and economic opportunities for our adult residents. These proposed programs have been apart of our strategy with prior PHDEP grants. These activities are best suited for equipping our staff with the tools needed to carry forward our strong commitment to fighting drugs within our developments.

By continuing the security checkpoint at Strickland Heights, we will be able continue reducing the amount of drive-in buying and selling drugs. Also, by having a guard on hand during the late evening hours checking cars in and out of the developments, we will be able to keep track of and document the comings and goings of possible live-ins that may be involved with selling drugs. This program was implemented under the 1997 PHDEP grant and is working well. We are excited about continuing it under our 2000 proposal.

Our drug prevention programs are designed to capture the attention of our youth and provide them with interactive learning opportunities equipping them with the tools necessary to make socially sound decisions when confronted with problems derived from peer pressure and self-esteem. We are committed to assisting our youth with their educational goals and commitments through our tutoring program at the Youth Center. Solid education open doors for our youth that might otherwise stay closed. We feel that through assisting them with their educational goals, we will instill in our youth a competitive edge vital to surviving daily living. We have included other activities at our Youth Center that will also enhance their self-esteem; thus preventing them from becoming just one of the gang. We

realize that computers are now a necessity for achievement in school. An overwhelming majority of our youth belongs to families whose household income is less than eighty-percent of the area-median income. The reality of a computer in their home is only a dream. To assist them with overcoming this obstacle, we were able to establish a computer lab at our Youth Center. This lab helps keep our kids interested in school by providing state-of-the-art computers for their perusal. Also, to supplement their learning activities, we purchased an extensive library of software for our youth to utilize. We've also purchased some software packages designed to involve the youth in drug prevention learning activities. We propose to continue this activity under our 2000 PHDEP program. Although we have not allotted any funds for this activity, we must have our staff persons to operate the Youth Center for this activity to continue. We have proposed to include a monthly family night whereby we plan an activity that will involve the entire family. So many times families lose touch with each other due to a lack of quality time spent with each other. We included this activity as a tool to increase that time with each other. Our strategy is simple: We want the mothers and the fathers to give their kids the attention they need so that the children will not turn to alternative means of getting attention. Many times kids get a sense of closeness from other gang and club members that could be gotten at home. We want to increase the amount of time spent between parents and family members as a means of decreasing the attractiveness of gangs and crime-filled clubs. We firmly believe that the continuation activities are working. This belief is supported by the numbers of juveniles living within our developments involved with the court system. According to Keith Dial, Robeson County Court Counselor, there is a big decrease in the number of clients he once served from the Pembroke area.

By providing the educational and employment opportunities at our Strickland Heights community building, our residents can seek to better their education and job opportunities without having to overcome transportation obstacles, etc. Since the inception of the Robeson Community College at our Strickland Heights Community building, several dozens of our residents were able to get a high school equivalency certificate or take courses to prepare them for additional coursework. We are confident that by providing for both educational and career advancement opportunities on site through the Robeson Community College our residents have been able to decrease their chances of falling victim to the world of drugs and drug-related crime.

Data Collection

By collecting data, we will be able to objectively measure through comparing and contrasting the same type of data before and after the implementation of these proposed programs. By using the data included within our proposal as our base, we will seek to measure on an on-going basis during the award period the effectiveness of our programs by striving to show some improvement with that data. Each month, our Director of Resident Services will analyze and keep records on the Part I and II crimes as defined by the Uniform Crime Reporting (UCR System) occurring within our developments. By constantly looking at the details surrounding the data and objectively evaluating each statistic, our

agency will be able to assess the data and revise programs as needed; thus always staying on top of the trend. This position will also keep amicable relations with the residents within the developments. We see this as our most valuable resource when it comes to assessing how well our programs are doing and what areas may need to be addressed.

Sharing and Coordination of Solutions with Other Law-enforcement

Once we have collected and analyzed the data, if we should see a trend or discover pertinent information deemed valuable to local law enforcement agencies, our Director of Resident Services will immediately schedule a meeting with the department's representative to share and coordinate our findings. Likewise, we have the utmost confidence that these departments will provide the same level of service for us.

Expand and Further Fair Housing

Fair housing initiatives are a vital concern to the Authority. With unfair housing comes discrimination. Our Authority works diligently everyday to ensure that it's policies and procedures are applied consistently and without favoritism to anyone with regards to race, sex, nationality, religion, disability, or handicap status. It is our intent to continue providing decent, safe, and sanitary housing for qualified families living within, or wishing to live within, our local jurisdiction. Fair housing for all is an important goal that continues to be a part of the Authority's plan of operations. We strive to eliminate drugs and drug-related crime within our developments for the sake of providing safe housing for those who qualify. There should be no difference in the way housing is provided for those whose annual income is less than eighty (80) percent of the area median income when compared to those whose income is sufficient enough to provide for more than adequate housing in the private market.

Evaluation Criterion: Goal and Objectives

The Authority has established the following goals and objectives with respect to drug elimination with the proposed developments for assistance:

1. Decrease the number of drug-related evictions by ten (10) percent each year for the next five years.
2. Initiate evictions proceedings against 100 percent of those residents in violation of the anti-drug lease provisions each year for the next five years.
3. Contract for and document supplemental policing in the form of foot patrols and bike patrols within the Strickland Heights community to total five to seven hours per week per year for the next five years.

4. Provide security in the form of traffic checkpoint at the Strickland Heights community forty hours per week per year for the next five years.
5. Contract for and provide one special drug prevention program designed to provide drug prevention education for our residents at least once each week each year for a five-year period.
6. Consistently recruit residents in need of educational assistance with respect to GED and ABE programs and make appropriate referrals to the Extension Center of Robeson Community College located within the Strickland Heights development.
7. Provide stipends for and assist ten to twelve residents per year for five years in the attainment of certificate programs in the nursing assistants or computer training programs offered by Robeson Community College at the Extension Center site.
8. Actively recruit and involve at least one resident from each of the five scattered sites to participate and evaluate the program activities as a member of the Advisory Board.
9. Conduct monthly advisory board meetings for the purpose of receiving feedback from the resident population for program evaluation each year for five years.
10. Prepare and submit all required reports on time with respect to HUD reporting guidelines.
11. Decrease the number of calls for police service to the Strickland Heights development by ten percent each year for five years.

III. 2000 Public Housing Drug Elimination Program *Budget*

#9110 Supplemental Police Services \$ 29,500

These funds will be used in conjunction with the Town of Pembroke for the provision of bike and foot patrols during at our Strickland Heights development. A full-time officer will be assigned to cover the established checkpoint, perform foot and bike patrols, as well as serve as a Community Resource officer for that development.

\$21,500 per year with benefits at approximately 35%

#9160 Prevention \$ 23,685

The Authority will continue the employment of staff to promote drug prevention programs for the residents of its developments. The staff will be responsible for assisting the Executive Director with the coordination of the drug elimination programs as identified within this proposal. In addition, there will be stipends for residents who wish to gain employment training through the RCC Extension Center at Strickland Heights.

Salary & Benefits-PHDEP Coordinator	\$18,885
Supplies	2,400
Stipends	2,400

#9190 Other Program Costs \$ 275

The Authority will use these funds to procure a survey of the programs goals and objectives and the outcome and progress of the program activities as well as provide for materials and supplies necessary for the operation of the PHDEP resident advisory board.

TOTAL BUDGET \$ 53,460

IV. Partners and Their Respective Roles

The Authority has established collaborative agreements and partnerships with local law enforcement and community agencies securing resources that will be combined with HUD's PHDEP resources to achieve our stated objectives. With the involvement of these agencies early in the planning process with the residents and staff of the Authority, we were able to develop and outline strategies necessary to continue our fight against drugs and drug-related crime within our developments.

- 1. Evidence of Commitments of Funding, Staff, or In-kind Resources** Several community and local law enforcement agencies are involved with the Authority's plan to reduce drugs and drug-related crime. They are as follows:

North Carolina Department of Health and Human Services

This agency will provide funding in the amount of \$22,250 during fiscal year 1999/2000. These funds will support salary and benefits, as well as travel expenses, for the continued employment of the Youth Center Coordinator/Counselor. This is the fourth consecutive year we successfully received funding from this agency. We are pleased to be one of only two housing authorities in Robeson County selected to receive this funding.

Town of Pembroke

Our local municipality, the Town of Pembroke, is committed to provide \$2,250 in support of our funding from the North Carolina Department of Health and Human Services. These funds will continue the employment of our Counselor/Youth Center Coordinator. The Town is also committed to providing background checks for public housing applicants at no cost to the Authority. This is crucial to our screening process when determining suitability for public housing. With costs related to screening applicants considered an ineligible activity under this grant, this free service is vital to our "One Strike and You're Out" initiative. The local police department has also committed to providing two (2) police radios for our security program at Strickland Heights. We will also contract with the police department for supplemental police services in the form of bike and foot patrols within the Strickland Heights development.

Robeson Community College

Our local community college plays a big role in our programs aimed at drug prevention through alternative means such as education, job training, adult basic education (ABE), and certificate/licensing programs. This agency operated a community center from within our largest community building at the Strickland Heights development. In consideration of the benefits

provided our residents, we are adamant about continuing our tenant-landlord relationship with this agency. We are pleased to be able to include this agency into our plan by leveraging one of our three community buildings for their use. RCC will offer certificate programs at our site that will enable our residents to gain and seek employment within the home healthcare industry and computer industry as data entry operators.

Robeson Healthcare Corporation

This agency is a non-profit corporation established for the purpose of bringing a greater awareness to the health education of the residents of Robeson County. We have been able to include them in our past PHDEP programs as providers of valuable drug prevention education for our adult and youth residents. This agency is committed to continue its level of servicing as long as the Authority can provide a facility to conduct the workshops. We plan to continue using community building space to allow Robeson Healthcare to conduct its drug prevention and healthcare workshops.

North Carolina Indian Cultural Center

The North Carolina Indian Cultural Center is committed to providing weekly workshops for the youth to strengthen their cultural awareness of Indian arts and crafts and storytelling. Karl Hunt is well known throughout this region for his artistic talents and heart-felt love of his Indian heritage. He is a role model for our youth. We are pleased to include his agency within our objective of weekly drug prevention activities among our residents.

University of North Carolina at Pembroke (UNCP)

UNCP is a big supporter of the Authority's drug prevention strategies. The UNCP provides staff as well as system resources to conduct screening of public housing applicants within the National Crime Information Center (NCIC) network without charge to the Authority. This is vital to the screening process established by the Authority in response to the "One Strike and You're Out" initiative. Also, the UNCP has contracted with the Authority in the past to coordinate and conduct a summer youth sports camp on its campus. Various fraternities and sororities under charter at UNCP volunteer to tutor during the school year. These college students serve as excellent role models for our youth; thus inspiring our youth to pursue post-secondary education.

Palmer Drug Abuse Program (PDAP)

PDAP is a well-known organization throughout our county for youth related activities designed to decrease the potential involvement of youth with drugs and gang-related behavior. The local PDAP agency is located adjacent to our community building housing our PHDEP staff. Oftentimes our

staff and the PDAP staff coordinate activities together in an effort to increase the efficient use of resources – eliminating duplication of services. PDAP coordinates recreational outings at our community building at least once per month. We have been fortunate to have PDAP as part of our team. We look forward to continuing our relationship with them under our 1998 PHDEP grant.

Robeson County Health Department

Our local health department has committed staff and necessary resources to conduct workshops aimed at increasing self-esteem among our residents, and other drug-prevention oriented workshops. By leveraging our community space, this agency is able to provide staff and other resources without charge to the Authority. We are pleased to be able to continue this relationship with our county health department.

Robeson County Clerk of Court

Ms. Jo Ann Locklear, Clerk of Superior Court, is crucial to the “Once Strike and You’re Out” initiative with the screening efforts of our public housing applicants. In an effort to hold down costs, Locklear has waived the standard fee required for any criminal record provided from by her department. With an estimated annual savings of \$500 this fee waiver allows the Authority to reallocate these resources to other vital areas of management; thus, strengthening the Authority’s ability to fight drugs and drug-related crime within it’s developments.

Robeson County Mental Health

This agency provides clinical counseling for persons and groups suffering from emotional, mental, and life adjustment disturbances. This agency is committed to providing the Authority with free prevention services in addition to fee based treatment services as indicated for our youth. This agency is appropriately staffed with qualified professionals who provide expert levels of supervision.

Sunrise

Twilla Chavis, Admission Coordinator with Sunrise Care and Rehabilitation of Pembroke, will assist us with community service projects for our youth. These youth will be able to adopt an elderly resident of the nursing home. We will use this as a teaching tool to strengthen his/her self-esteem within the community. Sunrise will also assist us with the health screenings.

2. Leverage of Resources During the developmental phase of the proposed programs included herein, the Authority held planning meetings at each of the three developments. Community and elected officials were invited to attend and share their input. However, unlike years past, the turnout for these planning sessions was relatively low. After careful consideration and interviews with much of our residents, we have found that our residents are very supportive of our efforts and desire continuation of the programs. Many residents that we spoke with regarding the possible 1999 program enhancements remarked that they were pleased with the current status of their community. Although we are not pleased with the planning session turnouts, we take their complacency as a compliment and vote of confidence to continue our approach. All residents support the security checkpoint at the entrance and requested that we continue this activity within our 1999 PHDEP proposal. Many comment that since the inception of the checkpoint in April, 1998, the drive-through traffic has slowed to a crawl and the incidents of open-air drug dealing have decreased to a rare sighting. Many believe that those who are still involved with the drugs now hide within the walls of their unit instead of in public as in the past. The residents report that the practice of drug dealers driving in and selling drugs from the curbside has stopped.

The Town of Pembroke (relevant governmental jurisdiction) has met its local law enforcement obligations under the Cooperation Agreement with the Authority. A quick review of the statistics provided herein and one can readily see that the local police department is very involved with policing the Authority's developments. Since 1995, the Authority has successfully contracted with the Town for the provision of supplemental police services funded through prior PHDEP grants. Although through a joint venture we were able to reduce the drugs in our developments, we agreed that we should target the Strickland Heights development with a traffic control checkpoint. In order for us to implement our program activity, the Town had to close one of the two-entrance/exit points of the development. The Town Council unanimously agreed to support our endeavor. As a matter of fact, the Authority has always received unanimous support from the Town in the form of resolutions, proclamations, and free services. We are very pleased with the level services provided by the Town. An outline of the baseline services is included below.

Current Level of Baseline Law Enforcement Services

The Pembroke Police Department provides thorough police services for the Authority's development. With approximately twenty-five percent (25%) of the town's population residing within our developments (areas concentrated with the social and economic problems of the county), a disproportionate share of the police department's services must be dedicated to these areas. To meet this need, thirty-four percent of the officers' time and efforts have been assigned to patrolling the developments; investigating crimes; or conducting drug surveillance operations.

I. Field Operations

- A. Patrol
 - 1. Purposes
 - a. control crime
 - b. eliminate actual or suspected opportunity for wrongdoing
 - c. regulate conduct
 - d. create a stable and secure environment
 - e. provide services
 - f. prevent crime
 - 2. Activities
 - a. surveillance
 - b. called-for services
 - d. inspections
- B. Traffic Control
 - 1. Keep order on the streets and highways and to make their use safe and expeditious.
 - 2. Activities
 - a. enforce traffic laws
 - b. control flow of automobile and pedestrian traffic by means of direction
 - c. investigate traffic accidents
 - d. perform educational traffic and engineering duties essential for advancing objectives of traffic control programs
- II. Investigative Functions
 - 1. Purposes
 - a. make a critical search for truth and information relative to all criminal and non-criminal cases.
 - b. gather facts and data on criminal cases for prosecution
 - 2. Activities
 - a. coordinate processing of all cases
 - b. gather and collate information on criminal activities
 - c. make follow-up or complete investigation of criminal cases
 - d. apprehend all violators and recover all property
- III. Substance Control
 - 1. Purposes
 - Enforce laws concerned with the regulation of drugs and drug related crime.
 - 2. Activities

- a. gather and collate information on drug activities
- b. coordinate work of the department with the Authority and other law enforcement agencies
- c. apprehend violators of laws concerning drug activities

IV. Administrative Functions

1. Purposes

Provide effective administration, management, and organization of efficient police work.

2. Activities

- a. policy making
- b. direction
- c. planning
- d. personnel management
- e. budget
- f. public relations
- g. supply

The Pembroke Police Department utilizes the following personnel and equipment to provide these services.

- * Thirteen (13) certified police officers and four (4) tele-communications operators
- * Six (6) patrol cars
- * UHF radio system capable of a thirty-mile radius
- * two (2) communication and two (2) emergency 911 lines
- * thirteen portable radios with two-mile radius
- * Twelve (12) semi-automatic weapons and five (5) revolvers
- * Finger printing capabilities
- * Full-time detective and full-time juvenile officer
- * one 35mm camera and two (2) Polaroid instant cameras
- * access to a facsimile machine
- * access to NCIC network
- * essential accessories, i.e. flashlights, mace, etc.

V. Congressional Notification

The Pembroke Housing Authority will use a comprehensive security and preventive-based strategy to reduce/eliminate drugs and drug-related crime within its developments. The Town of Pembroke will provide supplemental police services above and beyond the baseline services currently provided. These services are necessary to combat the problem of trespassing at our Strickland Heights development. We will partner with community-based organizations for the provision of drug prevention programs on-site for our youth and adult residents. These prevention programs include educational and economic opportunities and family support services. We will also provide referral services to our residents in need of professional drug counseling.

PHA Plan Agency Identification

PHA Name: Pembroke Housing Authority

PHA Number: NC114

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA web site
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: *Our mission is to provide quality housing to eligible families in a respectful, professional, and fiscally responsible manner and serve as a positive force in our community through working with others to assist these families with appropriate supportive services.*

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or the PHA's own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 97
 - ☐ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:

- ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
-
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

MANAGEMENT ISSUES

Goals

1. Manage the PEMBROKE Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a high performer.
2. Manage the PEMBROKE Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

Objectives

1. HUD shall recognize the PEMBROKE Housing Authority as a high performer by December 31, 2004.
2. The PEMBROKE Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a ninety (90) day wait for housing by December 31, 2004.
3. By December 31, 2001, the PEMBROKE Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 15 days of them becoming vacant.
4. The PEMBROKE Housing Authority shall increase the percentage of rents collected each year by one percentage point.

5. The PEMBROKE Housing Authority shall achieve and sustain an occupancy rate of 97% by December 31, 2004.
6. The PEMBROKE Housing Authority shall promote a motivating, drug-free work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.
7. The PEMBROKE Housing Authority shall implement its asset management plan no later than December 31, 2002.

EXPANSION OF THE STOCK ISSUES

Goals

1. Adapt the PEMBROKE Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment.
2. Assist our community by increasing the availability of affordable, suitable housing for families in the very-low income range, cited as a need in our Consolidated Plan.

Objectives

1. The PEMBROKE Housing Authority shall assist 5 families move from renting to homeownership by December 31, 2004.
2. The PEMBROKE Housing Authority shall build or acquire 3 units for conversion to homeownership by December 31, 2004.
3. Locate at least two partners, non-profit or for-profit, locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.

MARKETABILITY ISSUES

Goals

1. Enhance the marketability of the PEMBROKE Housing Authority's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

Objectives

1. The PEMBROKE Housing Authority shall achieve a level of customer satisfaction that gives the agency an above average score in this element of the Public Housing Assessment System.
2. The PEMBROKE Housing Authority shall remove all graffiti within 48 hours of discovering it by December 31, 2001.
3. The PEMBROKE Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.

4. The PEMBROKE Housing Authority shall become a more customer-oriented organization.

SECURITY ISSUES

Goals

1. Provide a safe and secure environment in the PEMBROKE Housing Authority's public housing developments.
2. Improve resident and community perception of safety and security in the PEMBROKE Housing Authority's public housing developments.

Objectives

1. The PEMBROKE Housing Authority shall reduce crime in its developments by 20% by December 31, 2004.
2. The PEMBROKE Housing Authority shall reduce crime in Strickland Heights so that the crime rate is more comparable to the surrounding neighborhood by December 31, 2004.
3. The PEMBROKE Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.
4. The PEMBROKE Housing Authority shall initiate evictions due to violations of criminal laws by 100% by December 31, 2004, through aggressive lease enforcement procedures.
5. The PEMBROKE Housing Authority shall attract 4 police officers to live in its developments by December 31, 2004.

MAINTENANCE ISSUES

Goals

1. Maintain the PEMBROKE Housing Authority's real properties in a decent condition.
2. Deliver timely and high quality maintenance service to the residents of the PEMBROKE Housing Authority.

Objectives

1. The PEMBROKE Housing Authority shall have all of its units in compliance with the local housing code by December 31, 2004.
2. The PEMBROKE Housing Authority shall create and implement a preventative maintenance plan by December 31, 2000.
3. The PEMBROKE Housing Authority shall create an appealing, up-to-date environment in its developments by December 31, 2004.

4. The PEMBROKE Housing Authority shall achieve and maintain an average response time of 8 hours in responding to emergency work orders by December 31, 2002.
5. The PEMBROKE Housing Authority shall achieve and maintain an average response time of 5 days in responding to routine work orders by December 31, 2002.

EQUAL OPPORTUNITY ISSUES

Goals

1. Operate the PEMBROKE Housing Authority in full compliance with all Equal Opportunity laws and regulations.
2. The PEMBROKE Housing Authority shall ensure equal treatment of all applicants, residents, employees, and vendors.

Objectives

1. The PEMBROKE Housing Authority shall mix its public housing development populations as much as possible ethnically, racially, and income wise.
2. The PEMBROKE Housing Authority shall achieve its Section 3 goals that it establishes annually.

FISCAL RESPONSIBILITY ISSUES

Goals

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
2. Reduce dependency on federal funding.

Objectives

1. The PEMBROKE Housing Authority shall operate so that all income (including subsidy) exceeds routine operating expenses every year.
2. The PEMBROKE Housing Authority shall implement effective anti-fraud measures by December 31, 2000.
3. The PEMBROKE Housing Authority shall maintain an operating reserve of at least twenty-five percent of the average routine expenditures for the past three years.
4. The PEMBROKE Housing Authority shall maintain its current level of routine operating costs for three years, exclusive of inflation.
5. The PEMBROKE Housing Authority shall raise funds from 3 non-HUD sources by December 31, 2004.

PUBLIC IMAGE ISSUES

Goals

1. Enhance the image of public housing in our community.

Objectives

1. The PEMBROKE Housing Authority's leadership shall speak to at least one civic, religious, or fraternal group a year between now and December 31, 2004, to explain how important they are to the community.
2. The PEMBROKE Housing Authority shall ensure that there are at least 6 positive stories a year in the local media about the Housing Authority or one of its residents.
3. The PEMBROKE Housing Authority shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2001.

SUPPORTIVE SERVICE ISSUES

Goals

1. Improve access of public housing residents to services that support economic opportunity and quality of life.
2. Improve economic opportunity (self-sufficiency) for the families and individuals that reside in our housing.

Objectives

1. The PEMBROKE Housing Authority will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.
2. Apply to at least two appropriate foundations for grant funds. These funds will allow us to expand our resident initiatives programs.
3. The PEMBROKE Housing Authority's community centers shall be more effectively utilized to provide resident services as measured by increasing their utilization to 95% of the time by December 31, 2004.
4. The PEMBROKE Housing Authority shall ensure that at least 3 supportive service opportunities are present for every public housing resident by December 31, 2004.
5. The PEMBROKE Housing Authority shall have effective, fully functioning resident organizations in every public housing development and for the tenant-based program by December 31, 2002.
6. The PEMBROKE Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by December 31, 2003.
7. The PEMBROKE Housing Authority, working with its partners, shall ensure that 25% of its TANF residents are working or engaged in job training by December 31, 2001.
8. The PEMBROKE Housing Authority shall ensure that all of its school age children are regularly attending school.
9. The PEMBROKE Housing Authority shall coordinate and ensure that all non-exempt residents shall perform community service of at least eight hours per month for local service agencies, schools, churches, local governments, and other entities whose purpose is to enhance the quality of life within our communities.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Town of Pembroke's housing plan.

In summary, we are on course to improve the condition of affordable housing in PEMBROKE.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The PEMBROKE Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The plans, statements, budget summaries, policies, and tables set forth in the Agency Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- We have adopted six local preferences – all of which promote the consensus of housing policy projected throughout the Town of Pembroke.
- We have adopted an aggressive screening policy to ensure that to the best of our ability new admissions will be good neighbors. Our screening policies will meet all fair housing requirements.
- Applicants are selected from the waiting list by preference and in order of the date and time they applied.
- We have established a minimum rent of \$50 with no additional hardships.
- We have established flat rents for all of our developments. Residents choosing the flat rent option are responsible for all utility costs, except for water and sewer.
- To encourage employment for our residents, we are not requiring interim re-certifications when household income changes, except in the case of an addition to the household.
- To discourage unauthorized persons from receiving benefits from housing assistance for others, we have adopted a policy of no overnight adult guests without prior written permission from the housing authority.

In summary, we have developed an Annual Plan that will improve the condition of affordable housing within our jurisdiction – the Town of Pembroke.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection

Table of Contents

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 - 1. Housing Needs
 - 2. Financial Resources
 - 3. Policies on Eligibility, Selection and Admissions
 - 4. Rent Determination Policies
 - 5. Operations and Management Policies
 - 6. Grievance Procedures
 - 7. Capital Improvement Needs
 - 8. Demolition and Disposition
 - 9. Designation of Housing
 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety
 - 14. Pets (Inactive for January 1 PHA)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

Attachments

Indicate which attachments are available by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ *Attachment A* Admissions Policy for Deconcentration
- ☒ *Attachment B* FY 2000 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (*NC114a01*)
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
NA	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/199 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	172,914	5	5	4	4	2	1
Income >30% but <=50% of AMI	123,842	5	5	4	4	2	1
Income >50% but <80% of AMI	177,805	5	5	4	4	2	1
Elderly	96,895	5	5	4	3	3	2
Families with Disabilities	N/A	5	5	4	5	2	1
American Indian	N/A	5	5	4	4	4	1
Black	N/A	5	5	4	4	4	1
Hispanic	N/A	5	5	4	4	4	1
White	N/A	5	5	4	4	3	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1997
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
Town of Pembroke Application for Funding under 1998 Single-Family Rehabilitation Program; and FY99-00 CDBG Community Revitalization Application for Robeson County

**B. Housing Needs of Families on the Public Housing and Section 8
Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	30		150
Extremely low income <=30% AMI	28	93.34	
Very low income (>30% but <=50% AMI)	1	3.34	
Low income (>50% but <80% AMI)	1	3.33	
Families with children	21	70.00	
Elderly families	4	13.34	
Families with Disabilities	4	13.34	
American Indian	23	76.67	
Black	4	13.33	
White	3	10.00	
Other	0	0	

Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	Annual Turnover
1BR	7	23.33	16
2 BR	16	53.34	46
3 BR	6	20.00	59
4 BR	1	3.33	29
5 BR	0	0	0
5+ BR	0	0	0

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

The Pembroke Housing Authority currently provides affordable housing to approximately 240 families, including those with elderly and disabled head-of-households. Many of these families are long-term residents of the Authority. With the lack of affordable housing in our area of jurisdiction, these families have no other alternative for decent, safe, and affordable housing. Therefore, the Authority will continue to address the needs for this group of residents.

The Authority currently provides housing assistance to approximately 110 elderly and/or families with disabilities. Likewise, this class of persons does not have an alternative source of housing either. Within the Town of Pembroke, we provide the most significant portion of housing assistance to elderly families and persons with disabilities. We will continue to address the needs of this population.

For those persons whose household income is less than thirty-percent of the area median income, approximately eighty-four percent of our residents fall within this income range. As of June 30, 1999, twenty-eight of the thirty families on our waiting list had household incomes at or below thirty percent of the area median income. Approximately thirty percent of our current residents receive some type of public assistance – TANF, social security, etc. With such low-income levels, these residents cannot afford housing within the private sector. Thus, we provide the only source of affordable housing for these persons. We will continue to provide housing assistance for this group of persons.

With the revised rent determination policies, more of our resident will be able to participate in some form of homeownership program. With such a high population of American Indian families, we will collaborate with the NAHASDA program for the Lumbee and other Indian tribes within the area to provide assistance directly to our Native American population. We will also pursue collaborative partnerships with the Lumber River Council of Governments for the provision of housing counseling services for the remaining populations.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
Support local initiatives whenever possible designed to increase affordable housing resources.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
Collaborate with local government agencies and non-profit organizations in and effort to disseminate information about our housing assistance program

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working

- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
Abandon the policy of interim rent determinations for increases in family income, except for those increases that result from the addition of a family member; Establish flat rents that are affordable when compared to the private sector of our jurisdiction.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
Provide market advertisements that target this population; Provide supportive services through collaborative agreements with providers, etc.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
Provide market advertisements that target this population; Provide supportive services through collaborative agreements with providers, etc.

Need: Specific Family Types: Races/ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other: (list below)
The Authority will address the needs of the population within its jurisdiction, regardless of race/ethnicity.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
The Authority will promote Fair Housing through monthly newsletters, workshops, and other collaborative means available through community resources.

Other Housing Needs & Strategies: (list needs and strategies below)

None listed at this time.

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	633,763	
b) Public Housing Capital Fund	452,652	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	53,460	
g) Resident Opportunity and Self- sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comprehensive Improvement Assistance Program – FY99	492,012	Modernization
Public Housing Drug Elimination Program – FY99	53,460	Security/Anti-drug Measures
3. Public Housing Dwelling Rental Income	300,870	Public Housing Operations
4. Other income (list below)		
Investment & Other Income	21,150	Public Housing Operations
4. Non-federal sources (list below)		
Office of Juvenile Justice (ExpoGro)	24,975	Resident Youth Initiatives
Total resources	2,033,477	

We reserve the right to change the information as presented above when HUD makes final multipliers and funding decisions available.

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

Exemption: PHA that do not administer public housing are not required to complete sub-component 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: When families complete the initial application for housing assistance

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other:
1. Credit check for Head-of-Household
 2. Check of State's lifetime sex offender registration program for each adult household member, inclusive of live-in aides.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - ☒ One
 - ☐ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
 - ☒ Emergencies
 - ☐ Overhoused
 - ☒ Underhoused

- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☒ Other: Deconcentration goals and objectives

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 1. Law Enforcement Personnel
 2. Intact Families
 3. Families displaced by fire and any other disaster

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

- Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

2 Law Enforcement Personnel

2 Intact Families

1 Families displaced by fire and any other disaster

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☒ Other source (list)
- House Rules posted on Main Administrative Office Resident Information Area
- Monthly Newsletters

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists

If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments

If selected, list targeted developments below:

☒ Other (list policies and developments targeted below)

Employing admission preference for all developments to attract working families

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing

☐ Actions to improve the marketability of certain developments

☐ Adoption or adjustment of ceiling rents for certain developments

☐ Adoption of rent incentives to encourage deconcentration of poverty and income mixing

☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☐ Not applicable: results of analysis did not indicate a need for such efforts

☒ List (any applicable) developments below:

Dial Terrace/Maynor Manor

Locklear Court/Chavis Park

Strickland Heights

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒

Not applicable: results of analysis did not indicate a need for such efforts

☐

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
 - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☐ Other (list below)
- b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,
Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95th percentile rents

☐ 75 percent of operating costs

☐ 100 percent of operating costs for general occupancy (family) developments

☐ Operating costs plus debt service

☐ The "rental value" of the unit

☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never

☐ At family option

☐ Any time the family experiences an income increase

☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

☒ Other (list below)

Anytime family composition changes, except for birth of a child

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Certified letter of appraisal prepared by local realtor

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows: Basically, a five-member Board of Commissioner's governs the Authority appointed by the Mayor to five-year, rotating terms. To qualify, an individual must be a resident of the Town of Pembroke. The Board of Commissioner's selects an Executive Director to manage the operations and planning for the Authority. This individual will also serve as the Secretary to the Board. The Executive Director is responsible for supervision of the staff, which consists of a Finance Officer, Housing Specialist, Maintenance Director, Maintenance Foreman, Maintenance Mechanic (2), Maintenance Mechanic Assistant (2), Maintenance Labor, PHDEP Coordinator, and Youth Coordinator. These positions are divided among three departments: Administration, Maintenance, and Resident Services. At present, the Authority has been assigned two (2) JTPA positions through the Lumbee Regional Development Association, which serve as Receptionists for Administration and Resident Services.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	241	100
Section 8 Vouchers	NA	NA
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	NA
Public Housing Drug Elimination Program (PHDEP)	241	100
Other Federal Programs(list individually)	NONE	NONE

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Blood-borne Diseases Policy
- Capitalization Policy
- Check Signing Authorization Policy
- Criminal Records Management Policy
- Disposition Policy
- Drug-free Workplace Policy
- Equal Housing Opportunity Policy
- Ethics Policy
- Facilities use Policy
- Public Housing Grievance Procedures

- Hazardous Materials Policy
- Investment Policy
- Maintenance Policy
- Natural Disaster Response Guidelines
- Pest Control Policy
- Procurement Policy
- Admissions & Continued Occupancy Policy (ACOP)
- Personnel Policy

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☐ PHA main administrative office
 - ☒ Other (list below)
- We do not administer any Section 8 programs.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template, ~~OR~~, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) ATTACHMENT B

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template, ~~OR~~, by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities [24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHA completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (MM/DD/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Strickland Heights
1b. Development (project) number: NC114001
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (03/31/2000)
5. Number of units affected: 100
6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.
Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies: Which if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency for assisted families in the following areas? (Select all that apply)

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Project FRIEND</i>	<i>5</i>	<i>Voluntary</i>	<i>PHDEP Office</i>	<i>Public Housing</i>
<i>ExpoGro</i>	<i>24</i>	<i>Referrals</i>	<i>PHDEP Office</i>	<i>Public Housing</i>
<i>UNCP Family Life Center</i>	<i>10</i>	<i>Referrals</i>	<i>PHDEP Office</i>	<i>Public Housing</i>
<i>Senior Citizen Nutrition Site</i>	<i>6</i>	<i>Voluntary</i>	<i>LRCOG</i>	<i>Age 62 or older</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	NA
Section 8	NA	NA

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Strickland Heights

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)
Strickland Heights

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
Strickland Heights

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Filename: PHDEP2000v1)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☒ Comprehensive stock assessment
- ☒ Other: (list below)

Modernization activities associated with enhancement of housing stock.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment (File name)

☒ Provided below:

The Resident Advisory Board was comprised of three residents – one representing each development. These selected residents are Eldis Hunt, Harvey Smith, and Vicky Jacobs. These residents met several times to discuss the Agency Plan process with management representatives. The RAB agreed with the discretionary policies recommended by management. One member of the RAB especially liked the flat rent provision as well as the provision disallowing adult guests to stay overnight without prior authorization from the Authority. Overall, the RAB supported the proposed plan with little of no changes to the program as presented.

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: North Carolina Note: Town of Pembroke did not prepare a plan.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) NONE

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachments:

Attachment A Admission Policy for Deconcentration

Attachment B FY 2000 Capital Fund Program Annual Statement

Separate File Attachments:

Public Housing Drug Elimination Program (PHDEP) Plan *PHDEP2000v1*

ATTACHMENT A

10.4 Deconcentration Policy

It is PEMBROKE Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The PEMBROKE Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 Deconcentration Incentives

The PEMBROKE Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

ATTACHMENT B
FY2000 Capital Fund Program Annual Statement

Part I: Summary

Capital Fund Grant Number 01 FFY of Grant Approval: (08/2000)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	9,840.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	38,660.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	404,152.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	452,652.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 Related to Energy Conservation Measures	452,652.00

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NC 114-1	Replace exterior wood siding with prefinished vinyl siding	1460	29,880.00
NC 114-2	Install attic insulation	1460	21,600.00
NC 114-2	Replace exterior wood siding with prefinished vinyl siding	1460	37,800.00
NC 114-3	Install new windows with standard screens	1460	197,000.00
NC 114-3	Install attic insulation	1460	30,000.00
NC 114-3	Replace exterior wood siding with prefinished vinyl siding	1460	97,712.00
HA Wide	Architectural & Engineering	1430	35,660.00
HA Wide	Sundry Planning Costs	1430	1,000.00
HA Wide	CIAP Consulting Services	1430	2,000.00
	Grand Total		452,652.00

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NC 114-1	September 30, 2002	September 30, 2003
NC 114-2	September 30, 2002	September 30, 2003
NC 114-3	September 30, 2002	September 30, 2003
HA Wide	September 30, 2000	September 30, 2003